Assignment 2: Dear Abbey

In this assignment you are going to become the main character in your book. As the main character, you are going to be writing a formal letter to someone. This person could be Abbey, a friend in the book, a person from real life, a family member, etc. In the letter you must explain why you are writing to this person in particular (i.e. maybe they had a similar experience). Next you must explain the cause and the effect of the conflict and provide one or two potential solutions you may think will work and why. At the end of the letter you will thank the addressee and sign your name. **The letter must be written in complete sentences, correct capitalization and punctuation, and proper grammar. Your letter must also be approximately one page length when typed.**

**A formal letter should include:**



**When you hand in your assignment 2 it must include:**

* **A rough copy**
* **A peer-editing form**
* **A typed good copy**

123 Hill Street  
Saskatoon, SK S9S 9S9

September 12th, 2011

Mrs. Pepper-Martens  
Teacher, Delisle Composite School  
400 - 2nd Street East  
Delisle, SK S0L 0P0

Dear Mrs. Pepper-Martens,

My name is Miss Shillington. I am currently working on my internship at Delisle Composite School. I am writing to you because I need some advice about being a good teacher. You have been teaching for many years now and have more experience than myself. My problem is that I have difficulties controlling the class.

As of now, my classroom management skills are very underdeveloped. This lack in skills resulted in my students taking run of the classroom. They throw paper airplanes around the room when I teach and shoot spit balls against my desk. They are an **unruly group** (☺) and do not listen to me at any point. I have tried giving students time outs but they enjoy the time outside of the classroom. I have also considered the reward system but I feel like that will only make my situation worse. I only want what is best for my students. If you could help teach me some better classroom management skills I believe that my students and I will be better off.

With your help, I truly believe I will be able to improve my classroom management skills as they need serious refinement. You will be able to find me at Delisle Composite School as that is where I spend majority of my time. Thank you in advance for all of your help.

Sincerely,

Miss Shillington  
Teacher Intern, University of Saskatchewan

**Letter of Advice: Rubric**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Criteria |  | Quality |  |  |
| Content of Letter  X3 | Vague/unrelated details | Disjointed detail | Basic detail | Intricate – details and important information about the character problem, possible solutions, and inferences were included |
| Format of Letter  X2 | Letter format not used | Letter was partially written in formal letter format | Most of proper format was used | Proper use of formal letter format |
| COPS  Capitalization  Organization  Punctuation  Spelling | 10+ errors | 6-9 errors | 3-5 errors | 1-2 errors |
| Creativity | Letter was boring with little to no creativity | Letter was ordinary, written safe with some originality | Letter was interesting to read, some originality | Letter was interesting and unique to read, written with a creative flair |